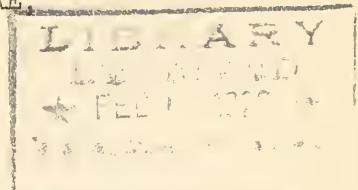


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Bi-694
Jan. '23.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY,
Washington, D. C.



GENERAL INSTRUCTIONS AND FORMS IN USE BY BUREAU EMPLOYEES.

Department Regulations and Forms.

Administration Regulations.

Fiscal Regulations.

Property Regulations.

- Form 2a. Pay roll for personal service outside of the District of Columbia.
Form 3a. Pay voucher for personal services.
Form 4. Public voucher for reimbursement of traveling, station, and field expenses, and for payment of per diem.
Form 5a. Public voucher for purchases, and services other than personal.
FTB Form 1. Form for report of bills of lading issued.

Bureau Instructions, Accounting and Property.

- Bi-276 Rev. Preparation of accounts.
Bi-276 Sup. Colored inks in reimbursement accounts.
Bi-358a Rev. & Sup. Letters of authorization and allotment.
Bi-361a. The use of accounting form Bi-361 (Field Expenditures Sheet).
Bi-429. Urging care in filling out transportation requests.
Bi-448. Preparation of Government bills of lading.
Bi-547. Exigency statements to cover hire of special means of conveyance.
Bi-550. Articles of a nonexpendable nature which because of their small cost are regarded as expendable property.
Bi-551. Use of transportation requests for Pullman accommodations.
Bi-551a. Honoring of transportation requests.
Bi-572. Official telegrams to Washington, D. C.
Bi-591. Street-car fares incurred for the purpose of procuring subsistence.
Bi-607. Field purchases of supplies and equipment.
Bi-616. State taxes on gasoline.
Bi-680. Compensation for official use of personally owned cars.
Memorandum of March 26, 1921 regarding use of transportation requests for transportation for two or more persons.
Memorandum of May 31, 1921, on renting of an automobile from another employee.

Bureau Instructions, Miscellaneous.

- Bi-161. List of publications of the Bureau available for general distribution.
- Bi-375. Mail matter for the Washington office.
- Bi-388. Index to the files of the Bureau.
- Bi-388a. Instructions regarding the files.
- Bi-418. Field printing.
- Bi-443. Submission of reports pertaining to injuries under the U. S. Employees' Compensation Act.
- Bi-537. Mailing packages under frank.
- Bi-548. Express shipments.
- Bi-553. Press clippings.
- Bi-570. Memorandum on necessity of dating official papers.
- Bi-573. Freight shipments.
- Bi-600. Regulations governing photographic work.
- Bi-618 & a. Regarding submission of reports (FTB Form 1) on all shipments by freight, express, or parcel post.
- Bi-621, a & b. Regarding leases.
- Bi-632. The franking privilege.
- Bi-633. News items for the Official Record.
- Bi-691. Copy of letter of Secretary regarding economy during fiscal year 1923.
- C.A.22. Regulations concerning duties of employees, official superiors, medical officers, and others under the Federal Compensation Act.
- C.A.76. Hospitals and physicians available to employees injured in the performance of duty under the Federal Compensation Act.

Bureau Forms, Accounting.

- Form 15-A. Statement of travel to accompany reimbursement account.
- Form 15-S. Statement of scrip used to accompany reimbursement account.
- Bi-107. Field report, distribution of expenditures.
- Bi-119. Weekly itinerary and report of activities.
- Bi-123. Contract for hire of horses, vehicles, and equipment.
- Bi-130. Monthly report of expenditures.
- Bi-132. Report on livery or other special transportation, to accompany reimbursement account.
- Bi-274. Report of gasoline and oil consumed on official trips by employees using personally owned automobile, motorcycle, or motor boat, to accompany reimbursement account.
- Bi-357. Monthly certificate of service.
- Bi-361. Accounting form, field expenditure sheet.
- Bi-381. Contract for hire of motor-propelled vehicle.
- Bi-416. Sample accounting forms.
- Bi-651. Requisition for transportation requests and bills of lading.

Bureau Forms, Property.

- Bi-181. Property (nonexpendable) purchased.
- Bi-182. Property stored.
- Bi-183. Property transferred.
- Bi-192. Certificate of property lost, stolen, damaged, or destroyed.
- Bi-200. Requisition for supplies.
- Bi-350. Property card.
- Bi-463. Memorandum receipt covering temporary transfer of property.
- Bi-485. Report on Government-owned motor boats.
- Bi-486. Report on Government-owned motor vehicles.

Bureau Forms, Miscellaneous.

- Bi-599. Press-clipping slip.
- Bi-601. Report of photographic exposures.

